



**U.S. DEPARTMENT OF STATE  
VIRTUAL FELLOWS PROGRAM  
PROJECT DESCRIPTION – WHA/EPSC**



This project seeks a Virtual Fellow to serve with the **Office of Economic Policy and Summit Coordination, Bureau of Western Hemisphere Affairs (WHA/EPSC)** as an **Energy Policy Consultant**.

**Fellow Location:** The Fellow will serve virtually and will not be physically located at the Department of State.

**Project Name:** Supporting Market-based Energy Security in the Americas.

**Project Description:** The Office of Economic Policy and Summit Coordination in WHA/EPSC is seeking a Virtual Fellow with background in energy data collection, research, and analysis who can assist us with energy policy formation. The Fellow should be familiar with statistics on renewable/clean energy, natural gas, unconventional and conventional fossil fuel development, as well as North American, Central American, and Caribbean energy policy. The Fellow should be able to follow energy market trends and to research and advise on available policy options to address solutions for emerging energy issues. In particular, we seek advice as we prepare for upcoming energy-related events, such as the Energy and Climate Partnership of the Americas Ministerial, the North American Energy Ministerial, and the Summit of the Americas. The Virtual Fellow would work directly with the office's Energy Officer.

**Program Requirements:** The precepts of the Virtual Fellows Program call for Fellows to have a high degree of administrative, professional, or technical knowledge/experience and a minimum of five years of professional experience that is directly applicable to the assigned task.

**Project-specific Knowledge, Skills, or Abilities:**

- Substantial familiarity with energy transmission (electrical, pipeline, and other) costs, fixed and variable;
- Substantial familiarity with options for energy efficiency savings gains readily available in Latin American Countries;
- Substantial familiarity with external costs of energy production, especially CO2 output and other form of pollution;
- Master's Degree in economics, international affairs, political science, public policy, engineering or a related field and demonstrated knowledge of the requirements listed above;
- Experience in energy data collection, research, and analysis;
- Excellent writing skills;
- Intermediate to advanced Spanish reading and writing skills is a plus;
- Mastery of Excel Software.

**Clearance:** The Fellow must be a U.S. citizen and must receive a Public Trust determination prior to starting his/her service. The Virtual Fellows Program staff will work with the accepted candidate to obtain the Public Trust determination. (Note: A candidate is NOT required to have a Public Trust determination prior to applying for this project.)

**Remuneration:** The Virtual Fellow will be appointed to the federal civil service as an intermittent, unpaid consultant. The Department assumes no responsibility for providing any salary or benefits to the Fellow in connection with his/her participation in the Program.